



UNATTENDED CHILD/CHILDREN POLICY

This policy provides for the safety and well-being of children at the Library. A **“child”** is any person under the age of eighteen (18). Children need to feel comfortable in the use of the Library and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. If you see or experience something suspicious, please report it to staff immediately.

General Rules

- Children are the responsibility of parents, guardians or caregivers (ages 18 and older).
- Children must comply with the Library's Patron Behavior Policy at all times.
- The Library will not function as a babysitting service or day care facility. Staff are not expected to monitor or supervise children.
- Children of any age who, because of a disability or medical issue, require supervision or personal care must be attended by a parent, guardian, or caregiver at all times.
- Staff are not responsible if unattended children leave the Library alone or with other persons. Further, staff are not responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.

Age-Based Rules

- Parents, guardians or caregivers of children under the age of seven (7) years must be responsible for maintaining visual contact with and must be in the presence of their child at all times, including programming and trips to the restroom.
- Parents, guardians or caregivers of children between seven (7) and eleven (11) years old must remain at the Library but not necessarily in visual contact with their child.
- Children twelve (12) years and older may be left on their own to attend library programs or use the Library unless staff determines the child needs supervision, assistance or the child has demonstrated that they cannot comply with the Patron Behavior Policy.

- **Exception to the above is allowed when:**
 - Children under the age of seven (7) years are attending library programs that are specifically designated as allowing children to attend alone. However, the parent, guardian or caregiver must remain in the Library for the duration of the program.
 - Children under the age of seventeen (17) are using a meeting room. The adult, age 18 or older, who signed the Meeting Room Rental application, must provide supervision and becomes the responsible party. If the person who completed the application is not physically present during the rental, a second signature is required on the application by someone age 18 or older who will be present.

- Children twelve (12) years and older who are unattended at the Library should know their telephone number and other contact information. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls. If a parent, guardian or caregiver is unreachable, staff will contact public safety to request assistance.

- If an unattended child under the age of twelve (12) is at the Library after closing time, staff will contact public safety to request assistance.

Follow Disciplinary Process for Library Facilities in Patron Behavior Policy

Approved by the Novi Public Library Board of Trustees: January 16, 2008

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